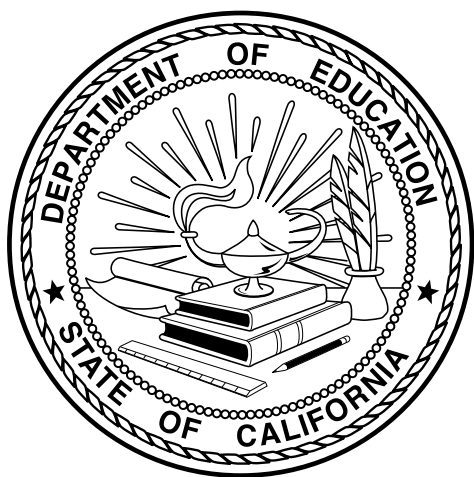

California High School Exit Examination (CAHSEE)



Individual Results

**Explaining the 2008-09
CAHSEE Student and Parent
Reports to Parents, Guardians
and Students**

Information for School District and School Staff

- Question and Answer Documents
- Guide to the Student Parent Report
- Sample Cover Letters

September 2008

Prepared by the
**California Department
of Education**

Available on the CDE CAHSEE Resources Web page at:
<http://www.cde.ca.gov/ta/tg/hs/resources.asp>

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Purpose of This Document

Individual student results for the California High School Exit Examination (CAHSEE) begin arriving in school districts approximately seven weeks after each administration. This assistance packet is designed to provide guidance to school districts and schools in reporting results to the parents and guardians of students who take the CAHSEE during the 2008-09 school year and in responding to questions about these results.

In addition to this assistance packet, the California Department of Education (CDE) has produced two other CAHSEE assistance packets for the 2008-09 school year. The *Annual Notification: Communicating to Parents and Guardians about the CAHSEE for the 2008-09 School Year* packet contains various resources, including a sample notification flyer and parent/guardian brochure. The assistance packet *CAHSEE Summary Results: Explaining 2007-08 Summary Results to the Public* is designed to assist school districts in accessing 2007-08 summary CAHSEE results online and reporting those results to the media and other interested parties. These assistance packets are available on the CAHSEE Resources Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.

Using this Assistance Packet

The first part of this assistance packet includes specific sections that include suggestions on how to communicate CAHSEE individual results to various key groups. It also includes two question and answer documents. One answers general information about the CAHSEE program and the other answers specific questions about reporting individual results. Also included in the packet are sample CAHSEE Student and Parent Reports, and sample cover letters to send with reports. This information should be shared with school district and school representatives who work with students, parents, and guardians.

Communicating to Parents and Guardians

It is important that CAHSEE results are seen as a tool for identifying what students have learned and what they still need to learn in order to be successful on the exam. In addition, school staff should share with students and their parents or guardians how results will be used to modify instruction to ensure that all students meet this graduation requirement. Parents and guardians also need to understand that the CAHSEE does not replace other graduation and coursework requirements that students must complete to receive a diploma.

Schools and school districts are encouraged to provide a variety of opportunities for sharing information about the CAHSEE with parents and guardians. The following activities are suggested:

- Provide information about the CAHSEE in back-to-school packets sent to parents and guardians at the beginning of each school year. The *CAHSEE Annual Notification: Communicating to Parents and Guardians about the CAHSEE for the 2008-09 School Year* assistance packet, which is posted on the CAHSEE Resources Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>, includes a sample CAHSEE Notification Flyer and suggestions for informing students and their parents or guardians about the CAHSEE. This Web page also includes a link to additional translations of the parent documents.
- Schedule presentations about the CAHSEE at back-to-school nights and/or other planned information sessions in the fall, which include information about the 2008-09 administrations of the CAHSEE in addition to results from the 2007-08 school year.
- Post the sample CAHSEE Student and Parent Report section of this document (pages 14-18) on your school district or school Web site so students, parents, and guardians can learn more about the reports they will receive.
- Work with parent/guardian leaders to offer community meetings to provide information and answer parent/guardian questions and concerns about the CAHSEE.
- Encourage parents and guardians to discuss the results with their students.
- Refer parents and guardians to released test questions from the CAHSEE in English-language arts and mathematics available on the CAHSEE Resources Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.
- Encourage school personnel to provide ongoing information about the CAHSEE in their newsletters, information packets, e-mail list serves, and Web sites.
- Refer parents and guardians of students who took the CAHSEE with modifications to the Questions and Answers about Test Variations that describes the local waiver process. This document is located on the CAHSEE Accommodations and Modifications Web page at <http://www.cde.ca.gov/ta/tg/hs/accommod.asp>.

Immediate Assistance for Parents and Guardians

Reporting individual student results after each administration of the CAHSEE requires setting up ways in which parents and guardians will receive immediate information and assistance with their questions and concerns.

The following activities are suggested:

- Schedule school staff members and/or school district representatives to be available at school sites or at a central school district location for two or three days following the distribution of CAHSEE Student and Parent Reports to address parent/guardian questions and concerns. Notify parents and guardians of the time and location of this assistance prior to the distribution of results and/or in the cover letter that accompanies the report. If possible, Interpreters for non-English-speaking parents and guardians should be provided.
- Set up a CAHSEE information hotline that parents and guardians may call to ask questions about their student's results. Advertise the hotline through school newsletters, Web sites, and other available means.
- Provide translations of student results in the home languages of parents and guardians. If 15 percent or more of students speak a single primary language other than English then translations are required (see *Education Code* Section 48985). If a language group is less than 15 percent, notify parents and guardians when, where, and how language assistance is available. Spanish translations of the question and answer documents, sample CAHSEE Student and Parent Reports, and the sample cover letters are posted on the CAHSEE Resources Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.
- Enclose specific information about your school district or school's remediation program(s) with the score reports for students who have not passed one or both parts of the CAHSEE.

Communicating to Students

Since students will want feedback about their CAHSEE results as soon as possible, school personnel should be prepared to answer student questions and provide additional information about their results. The following activities are suggested:

- Inform student leaders about how and when test results are to be reported and what they mean.
- Prepare fact sheets about the CAHSEE and duplicate the sample CAHSEE Student and Parent Reports in this document for publication in student newspapers.
- Schedule student information sessions to answer questions about the meaning and importance of the results, as well as to inform students of the resources available to students who did not pass one or both parts of the CAHSEE.
- Inform students of resources available to help prepare for the CAHSEE, including the CAHSEE study guides which are available on the CAHSEE Resources Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.
- Inform students of resources and options available to them if they have not passed both parts of the CAHSEE by the end of grade twelve (e.g., summer school, Saturday school, community college, adult education, independent study).

School District and School Employee Information

School district and school employees are key to the success of any communications effort. Parents, guardians, and community members rely on school district employees to address their questions and concerns about education. The following activities are suggested to prepare employees for their role as key communicators:

- Schedule information sessions to prepare all classified and certificated employees to answer general questions about the CAHSEE and to explain when, where, and how parents and guardians may receive information and assistance.
- Direct all school district employees to the CAHSEE program resources located on the CAHSEE Resources Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>. Provide a copy of the written information sent to parents and guardians, such as the *Questions and Answers for Parents and Guardians* included in

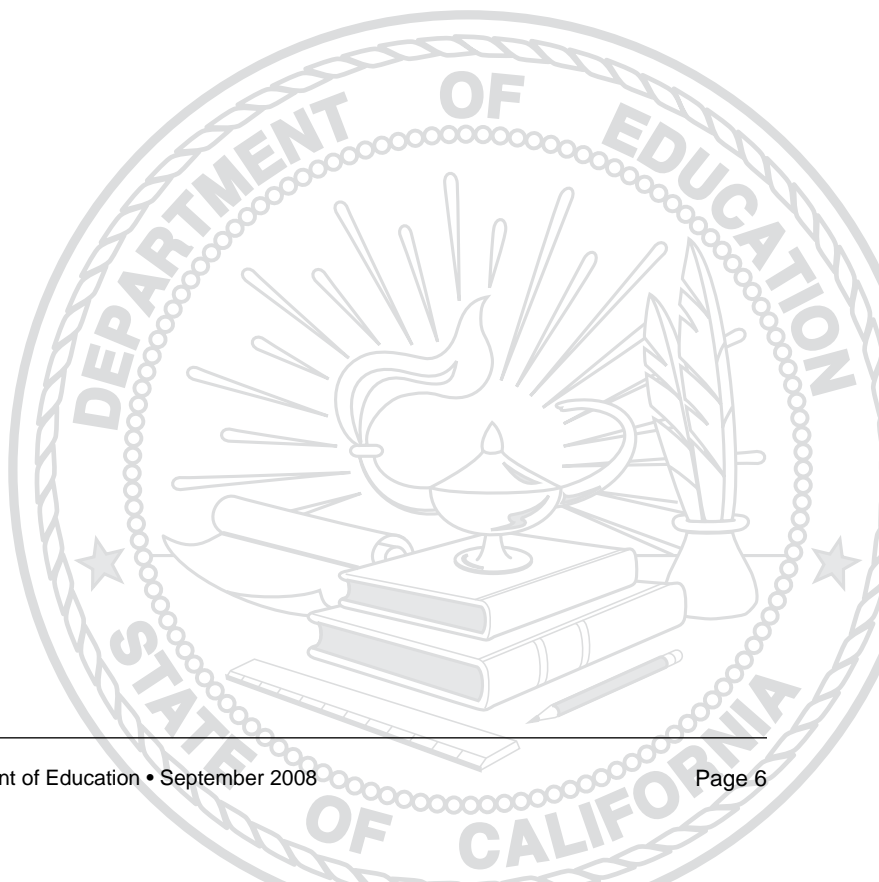
this document, as well as a sample CAHSEE Student and Parent Report so employees can see what these reports look like and help answer questions.

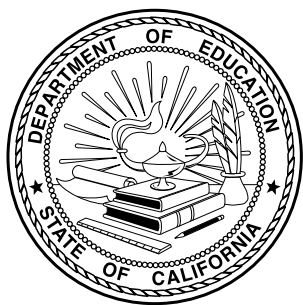
- Inform employees when individual student results will begin to arrive in the school district to prepare them for questions they may receive from students and their parents and guardians.
- Inform employees of the resources your district will provide to help students who have not passed both parts of the CAHSEE.

CAHSEE Background Information

CAHSEE Questions and Answers

Individual Student Results for the 2008-09 School Year: Questions and Answers for Parents and Guardians





California High School Exit Examination (CAHSEE)

Questions and Answers

What is the CAHSEE?

State law, enacted in 1999, authorized the development of the California High School Exit Examination (CAHSEE), which students in California public schools would have to pass to earn a high school diploma. All California public school students must satisfy the CAHSEE requirement, as well as all other state and local requirements, in order to receive a high school diploma. The CAHSEE requirement can be satisfied by passing the exam or, for students with disabilities, receiving a local waiver pursuant to *Education Code* Section 60851(c).

The purpose of the CAHSEE is to improve student achievement in high school and to help ensure that students who graduate from high school can demonstrate grade-level competency in reading, writing, and mathematics.

What subjects does the CAHSEE Cover?

The CAHSEE consists of two parts: English-language arts (ELA) and mathematics. Test questions address California content standards that a High School Exit Examination Standards Panel, appointed by the State Superintendent of Public Instruction, determined students should know to graduate from high school.

English-Language Arts

The ELA part of the exam, which addresses state ELA content standards through grade ten, has a reading section and a writing section. The reading section covers vocabulary, informational reading, and literary reading. This section includes approximately 50 percent literary texts and 50 percent informational texts. The writing section covers writing strategies, applications, and conventions. The ELA part of the exam consists of 79 multiple-choice questions (seven of which are field test items and are not scored) as well as a writing task (essay) in which students are asked to respond to a specific topic or a literary or informational passage.

Are there any waivers of the requirement to pass the CAHSEE?*Mathematics*

The mathematics part of the CAHSEE addresses state mathematics content standards in grades six and seven and the first part of Algebra. It includes statistics, data analysis and probability, number sense, measurement and geometry, algebra and functions, mathematical reasoning, and Algebra I. Students must demonstrate computational skills and a foundation in arithmetic, including working with decimals, fractions, and percentages. The math part of the exam is composed of 92 multiple-choice questions (twelve of which are field test items and are not scored).

The CAHSEE blueprints provide more information on the content of the exam and are available on the California Department of Education (CDE) CAHSEE Resources Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.

In order to pass the CAHSEE, a scale score of 350 or higher is required on each part. Students do not need to pass both parts of the CAHSEE during the same administration in order to satisfy the CAHSEE requirement.

For certain students with disabilities, a waiver of the CAHSEE requirement may be available.

Education Code Section 60851(c) permits local school boards to grant a waiver of the CAHSEE requirement to students with disabilities who take the CAHSEE using modifications and receive the equivalent of a passing score.

At the request of the student's parent or guardian, a school principal must submit to the local school governing board a request for a waiver of the requirement to pass the part(s) of the CAHSEE on which a modification was used and the equivalent of a passing score was earned. For the local board to waive the CAHSEE requirement, the principal must certify that the student has met the following conditions:

1. An individualized education program (IEP) or Section 504 Plan is in place that requires the accommodations or modifications to be provided to the student when taking the CAHSEE.

What is done to assist students with disabilities when taking the CAHSEE?

2. The student has either satisfactorily completed or is in progress towards completing high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the CAHSEE.
3. The student has an individual score report showing that the student has received the equivalent of a passing score on the CAHSEE while using a modification.

CAHSEE regulations specify accommodations and modifications that students with disabilities must be permitted to use if specified in the student's IEP or Section 504 Plan for use on the CAHSEE, standardized testing, or for use during classroom instruction and assessments. An accommodation is a change in the testing environment or process that does not alter what the CAHSEE measures or affect the comparability of scores, whereas a modification is a change that fundamentally alters what the CAHSEE measures or affects the comparability of scores.

Students who use an accommodation and earn a score of 350 or higher have passed that part of the CAHSEE. Students who use a modification and earn the equivalent of a passing score on one or both parts of the CAHSEE have not passed but may be eligible for a waiver of the CAHSEE requirement (as described above).

What is done to assist English learners when taking the CAHSEE?

English learners must be permitted to take the CAHSEE with certain test variations if used regularly in the classroom. For example, if regularly used in the classroom, English learners must be permitted to hear the test directions in their primary language or use a translation glossary.

Students who are English learners are required to take the CAHSEE in grade ten with all other grade ten students. During their first 24 months in a California school, English learners are to receive six months of instruction in reading, writing, and comprehension in English (*Education Code* Section 60852). During this time, they are still required to take the CAHSEE.

When do parents and guardians receive their student's CAHSEE results?

About seven weeks after each administration of the exam, school districts receive two copies of the CAHSEE Student and Parent Report for each student who took the examination. When school districts receive these reports, they are to immediately distribute one copy to parents and guardians and place the other copy in the student's permanent record.

Do parents and guardians need to keep a copy of their student's results?

Yes. It is important that parents and guardians keep a copy of the student score report for their own records. The CDE does not keep a copy of individual student score reports. Individual student scores are to be maintained by the student's school district. The school district must ensure the records are maintained confidentially. (*Education Code* Section 49073 and *Title 20 United States Code* Section 1232[g].)

How many opportunities do students have to pass the CAHSEE?

All students are required to take the CAHSEE for the first time in grade ten. Students who do not pass one or both parts of the exam in grade ten have up to two opportunities in grade eleven and five opportunities in grade twelve to retake the part(s) of the exam not yet passed. Adult students have up to three opportunities per school year to take the CAHSEE. The CAHSEE testing schedule for the 2008–09 school year is posted on the CAHSEE Administrative Documents Web page at <http://www.cde.ca.gov/ta/tg/hs/admin.asp>. School districts select their testing dates from this schedule.

What happens if students do not pass the CAHSEE?

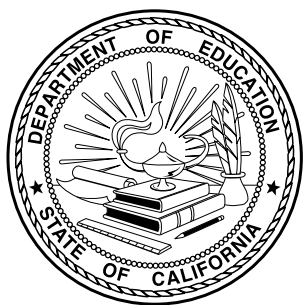
School districts are required to provide additional instruction to assist students who do not pass the exam. Students, including English learners, who have not passed one or both parts of the CAHSEE by the end of grade twelve, are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade twelve or until they pass both parts of the CAHSEE, whichever comes first. Parents and guardians are encouraged to contact their child's school for information on the programs offered.

Is the CAHSEE used for school and school district accountability purposes?

Yes. The state and federal governments use the CAHSEE as a measure of school and school district accountability. The state accountability program is the Public Schools Accountability Act, and the federal accountability program is the No Child Left Behind Act. The use of CAHSEE results for these accountability programs in no way affects how the CAHSEE is used for individual student accountability.

How can parents and guardians get their questions answered about the CAHSEE?

Additional CAHSEE information is available on the CAHSEE Web page at <http://www.cde.ca.gov/ta/tg/hs/>. Parents and guardians should direct their questions to their student's teachers or contact the school principal or counselor.



Individual Student Results for the 2008–09 School Year

Questions and Answers for Parents and Guardians

How and when do parents and guardians receive their student's CAHSEE results?

About seven weeks after the CAHSEE is administered, school districts receive two copies of the CAHSEE Student and Parent Report for each student who took the examination. When school districts receive their student reports, they will distribute one copy to parents and guardians and place the other copy in the student's permanent record. This process occurs after each test administration.

Is it important that parents and guardians keep a copy of the student report for their records?

Yes. The California Department of Education does not keep a copy of individual student reports. All individual student scores are confidential. Only group results for each school, district, county, and the state are posted on the Internet. School districts are responsible for maintaining individual student results.

How are the individual student results reported?

The CAHSEE Student and Parent Report displays the student's English-language arts results on the left and mathematics results on the right. The top portion of each side shows the student's total scale score, the scale score required to pass, and the "status"

whether or not the student passed the English-language arts or mathematics part of the exam. Below this is a bar graph that displays the student's scale score in relation to the passing score and highest possible scale score. The bottom portion of each side of the report shows the number of questions answered correctly for each strand of the content standards in English-language arts and mathematics tested with multiple-choice questions. The English-language arts section also shows the writing task score, which is scored on a scale of 1 to 4, with 4 being the highest score students can achieve.

What is a scale score?

Although all test forms of the CAHSEE assess the same California content standards, each test form contains different questions. Therefore, one test form may be slightly more difficult or slightly easier than another. Scale scores account for differences in the difficulty of test questions, thus equalizing the variations in test difficulty across different administrations. Scale scores used for the CAHSEE range from 275 to 450. A scale score of 350 or higher is necessary to pass each part of the CAHSEE.

Who sees individual student score reports?

Only students, parents or guardians, and authorized district personnel see individual student score reports.

What happens if students do not pass the CAHSEE?

All students are required to take the CAHSEE for the first time in grade ten. Students who do not pass one or both parts of the CAHSEE in grade ten have up to two opportunities in grade eleven and for the 2008–09 academic five opportunities in grade twelve to retake the part(s) of the exam not yet passed. The CAHSEE testing schedule through the 2009–10 school year is posted on the CAHSEE Administrative Documents Web page at <http://www.cde.ca.gov/ta/tg/hs/admin.asp>. Districts select their testing dates from this schedule.

What instructional support is available to students who do not pass the CAHSEE?

School districts are to provide additional instruction to assist students who do not pass the exam. Instructional programs may be offered during the summer, before or after

school, on Saturday, or during intersession. In addition, grade twelve students are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade twelve or until they pass both parts of the CAHSEE, whichever comes first. Other options may include a fifth year of study, summer school, adult education, and independent study.

How can parents and guardians get their questions answered about the CAHSEE and/or their student's results?

Additional information about the CAHSEE is located on the Internet at <http://www.cde.ca.gov/ta/tg/hs/>. Parents and guardians should first direct their questions about the CAHSEE, including their student's results, to their student's teachers. They may also contact the school principal or counselor.

Sample Student and Parent Reports

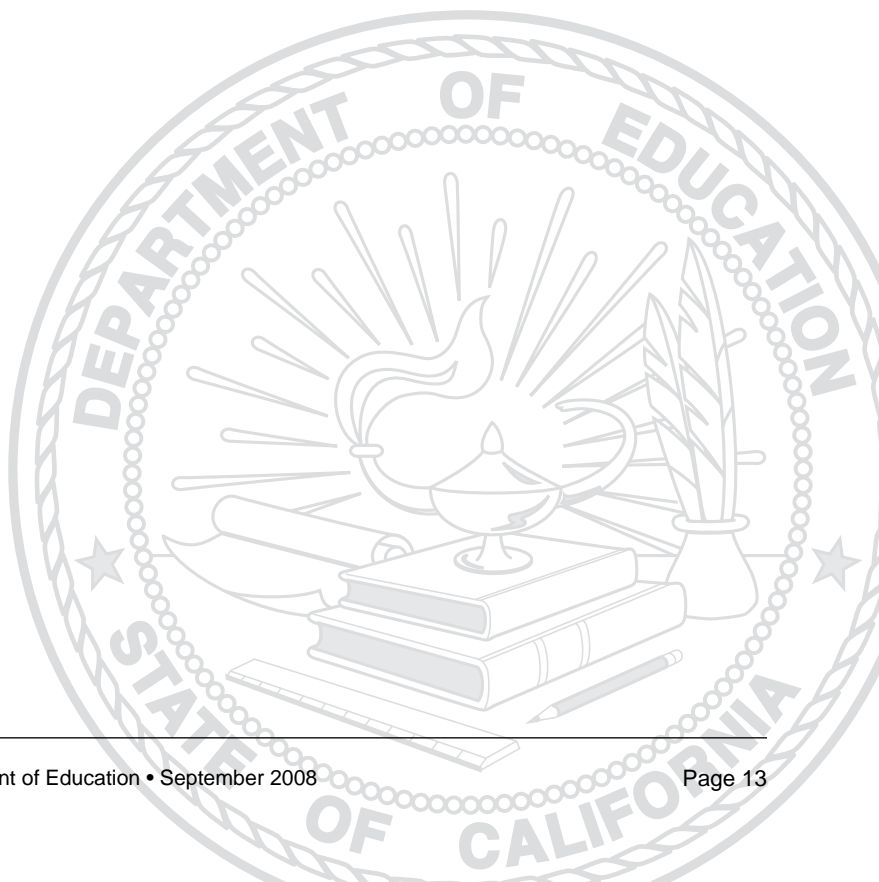
Sample One

Sample Two

Sample Three

Back of Student and Parent Report (for all samples)

**Explanatory Notes for the CAHSEE Student
and Parent Report**



Sample Student and Parent Reports

The following three paragraphs describe the sample student and parent reports found on Pages 15-17. These three samples illustrate the more common explanatory notes that appear on reports. A list of all the explanatory notes that may appear on the student and parent report can be found on page 19.

Sample One

The status box on the left side of the report shows “NOT PASSED”, indicating that the student did not pass the English-language arts portion of the exam. The status box on the right side of the report shows “SATISFIED REQUIREMENT”, indicating that the student had passed the mathematics portion of the exam in a previous administration. This means that the student only needs to retake the English-language arts part of the exam.

Sample Two

Scores on the left side of the sample report show “PASSED” for the English-language arts part. Scores on the right side of the report show “NOT ATTEMPTED” for the mathematics part of the exam.

Sample Three

Scores on the left side of the sample report show “ABSENT” for the English-language arts part of the exam and “MODIFIED” on the right side of the report for the mathematics part. The “MODIFIED” on the right side of the sample report shows that the student took the mathematics part of the CAHSEE using modifications as specified in his or her individualized education program (IEP) or Section 504 Plan. If the student received a score of 350 or higher on this part, he or she may be eligible for a waiver of the CAHSEE requirement pursuant to Education Code Section 60851(c). In this case, principals are encouraged to include procedures for requesting a waiver of the CAHSEE requirement with the cover letter and CAHSEE Student and Parent Report (see page 24).



California High School Exit Examination

Student and Parent Report

Address Area:

Student Name:

Date of Birth:

Student ID:

Grade: 12

School: Example High School

District: Example School District

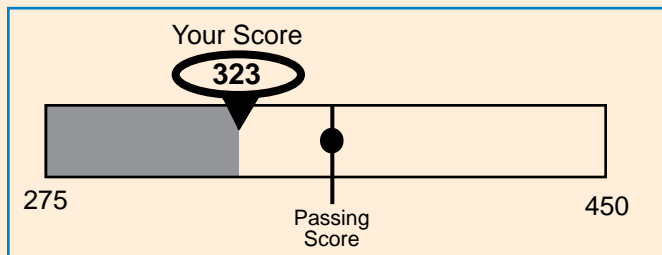
County: Example County

English-Language Arts

Test Date: 10/07/08

Your Total Score	Score Required to Pass	Status
323	350	NOT PASSED

Go to www.cde.ca.gov/ta/tg/hs/resources.asp for study information for the CAHSEE.



Strands for English-Language Arts

READING	Number of Questions	Number Correct
Word Analysis	7	4
Reading Comprehension	18	8
Literary Response & Analysis	20	8
WRITING		
Writing Strategies	12	7
Writing Conventions	15	7

Writing Applications*

Your Score

Essay

1.0

Mathematics

Test Date: 10/08/08

Your Total Score	Score Required to Pass	Status
		SATISFIED REQUIREMENT

The district reported that your student previously satisfied the requirement to successfully pass this portion of the CASHSEE. This report is not proof of a passing score.

Strands for Mathematics

	Number of Questions	Number Correct
Probability & Statistics		
Number Sense		
Algebra & Functions		
Measurement & Geometry		
Algebra I		

* Each student essay receives two scores that range from 1 (lowest) to 4 (highest) or non-scorable (NS). The average of these two scores is listed above under the heading "Your Score". The Writing Applications score counts as 20% of the total English-Language Arts score.

A student must only retake the subject area examination (English-Language Arts and/or Mathematics) that was not passed.



California High School Exit Examination

Student and Parent Report

Address Area:

Student Name:

Date of Birth:

Student ID:

Grade: 10

School: Example High School

District: Example School District

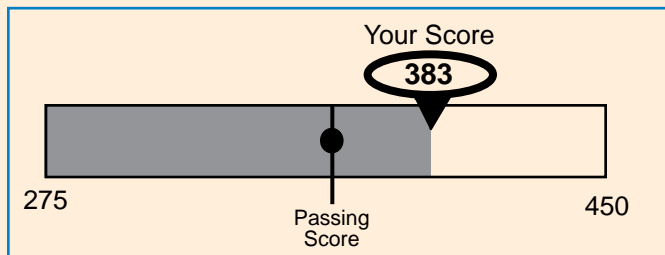
County: Example County

English-Language Arts

Test Date: 02/03/09

Your Total Score	Score Required to Pass	Status
383	350	PASSED

Go to www.cde.ca.gov/ta/tg/hs/resources.asp for study information for the CAHSEE.



Strands for English-Language Arts

READING	Number of Questions	Number Correct
Word Analysis	7	6
Reading Comprehension	18	14
Literary Response & Analysis	20	15
WRITING		
Writing Strategies	12	8
Writing Conventions	15	12

Writing Applications*

Your Score

Essay

3.0

Mathematics

Test Date: 02/04/09

Your Total Score	Score Required to Pass	Status
		NOT ATTEMPTED

Your student answered 5 or fewer questions on this portion of the exam.

Strands for Mathematics

	Number of Questions	Number Correct
Probability & Statistics		
Number Sense		
Algebra & Functions		
Measurement & Geometry		
Algebra I		

* Each student essay receives two scores that range from 1 (lowest) to 4 (highest) or non-scorable (NS). The average of these two scores is listed above under the heading "Your Score". The Writing Applications score counts as 20% of the total English-Language Arts score.

A student must only retake the subject area examination (English-Language Arts and/or Mathematics) that was not passed.



California High School Exit Examination

Student and Parent Report

Address Area:

Student Name:

Date of Birth:

Student ID:

Grade: 11

School: Example High School

District: Example School District

County: Example County

English-Language Arts

Test Date: 10/07/08

Your Total Score	Score Required to Pass	Status
		ABSENT

Student was absent for this portion of the exam.

Strands for English-Language Arts

READING	Number of Questions	Number Correct
Word Analysis		
Reading Comprehension		
Literary Response & Analysis		
WRITING		
Writing Strategies		
Writing Conventions		

Writing Applications*

Your Score

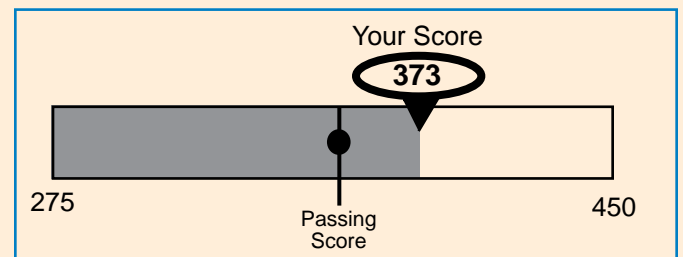
Essay

Mathematics

Test Date: 10/08/08

Your Total Score	Score Required to Pass	Status
373	350	MODIFIED

Your student took this test using modifications as specified in his or her IEP or Section 504 plan. See "Taking the CAHSEE with Modifications" on the back of this report.



Strands for Mathematics

	Number of Questions	Number Correct
Probability & Statistics	13	7
Number Sense	17	9
Algebra & Functions	20	15
Measurement & Geometry	18	12
Algebra I	12	12

* Each student essay receives two scores that range from 1 (lowest) to 4 (highest) or non-scorable (NS). The average of these two scores is listed above under the heading "Your Score". The Writing Applications score counts as 20% of the total English-Language Arts score.

A student must only retake the subject area examination (English-Language Arts and/or Mathematics) that was not passed.

Back of the CAHSEE Student and Parent Report

CALIFORNIA HIGH SCHOOL EXIT EXAMINATION

About This Student and Parent Score Report

PLEASE RETAIN THIS REPORT FOR YOUR RECORDS

General Information

The first section of this report contains basic demographic information about the student whose scores are being reported. Check this information carefully, and if you find an error, report it to the school district immediately.

The next section contains the student's examination results by subject area: English-Language Arts and Mathematics. Total scores are reported as scale scores and range from 275 to 450. A scale score of 350 is necessary to pass each subject. Students will need to achieve a passing score on each subject to receive a public high school diploma in California.

Students who do not pass the examination are entitled to remediation. Please speak with the student's school to learn what services are available. Students who do not score at least 350 will continue to have opportunities to pass this test. Please remember that in addition to passing the CAHSEE, students must still meet other graduation requirements.

Taking the CAHSEE with Modifications

Taking the test with modifications changes what is being tested. If a student takes one or both subjects of the test using a modification specified in his or her individualized education program (IEP) or Section 504 plan, the text on the report for that subject will state that a modification was used. If the score marked "modified" is 350 or higher, the student may be eligible for a waiver of the CAHSEE requirement. This is determined by the local school district. Please contact your school administrator for information regarding the district's waiver process.

California Academic Content Standards

All questions on the CAHSEE address California Academic Content Standards for Mathematics and English-Language Arts. These standards were adopted by the California State Board of Education, and they describe what students should know and be able to accomplish in these subject areas.

English-Language Arts

In addition to the student's total English-Language Arts score, information is provided for each of the six major English-Language Arts strands that are tested: Word Analysis, Reading Comprehension, Literary Response & Analysis, Writing Strategies, Writing Conventions (spelling, grammar, and punctuation), and Writing Applications. For the first five strands, this report shows the number of questions for each strand and the number of questions the student answered correctly.

The score for Writing Applications indicates how well the student scored on the essay. The essay is read at least twice by professionally trained scorers and is scored on a four-point scale. One is the lowest score a student can receive and four the highest. Students can also receive a "non-scorable" (NS) score if they do not write enough to receive a score, write off topic, write illegibly, or write in a language other than English.

Mathematics

Just as with English-Language Arts reporting, information is also provided for each of the five major areas (called strands) in Mathematics that are tested: Probability & Statistics, Number Sense, Algebra & Functions, Measurement & Geometry, and Algebra I. This report shows the number of questions for each strand and the number of questions the student answered correctly.

Final Note

When looking at a student's academic achievement, many factors must be considered, including other test scores, grades, the student's work, and teacher evaluations. Please contact your school for more information about a student's academic performance and ways you can help him or her to succeed.

You may obtain copies of sample test questions and additional information about the California High School Exit Examination at your school or on the California Department of Education Web site at:
<http://www.cde.ca.gov/ta/tg/hs/>.

Explanatory Notes for the CAHSEE Student and Parent Reports

The following chart lists all of the explanatory notes that may appear on the CAHSEE Student and parent Report.

Score Box Text	Explanatory Note
PASSED	None
NOT PASSED	None
ABSENT	Student was absent for this portion of the exam OR Your student was absent due to a medical emergency
SATISFIED REQ	The district reported that your student previously satisfied the requirement to successfully pass this portion of the CAHSEE. This report is not proof of a passing score.
NOT ATTEMPTED	Your student answered five or fewer questions on the portion of the exam. OR Your student did not answer any questions on this portion of the exam.
MODIFIED	Your student took this test using modifications as specified in his or her individualized education program (IEP) or Section 504 Plan. See "Taking the CAHSEE with Modifications" on the back of this report.
INVALIDATED	The school invalidated your student's score. Please contact school officials for more information.
PENDING	Your student's exam has not yet been scored. A new report will be printed when the exam is scored.
TESTED BEFORE	Your grade 10 student was already tested at a different school.
NOT ENROLLED	Your student was not enrolled on the day of testing.

Sample Cover Letters to Send with the CAHSEE Student and Parent Report

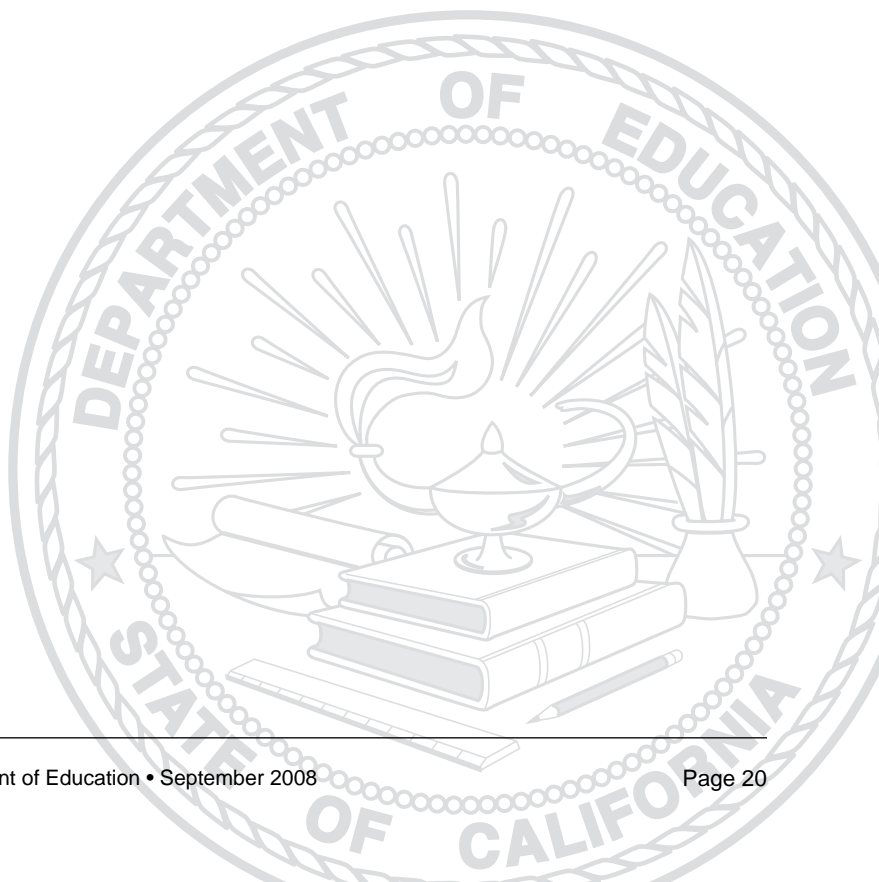
Sample Letter: Grade Ten and Eleven Students

Sample Letter: Grade Twelve Students

Sample Letter: Adult Education Students

**Sample Letter: Students Who Are Eligible
for a Local Waiver**

**Sample Letter: Regarding Educational Options For
Seniors Who Have Not Passed the CAHSEE**



Sample Cover Letter to Send with the CAHSEE Student and Parent Report

For Grade Ten and Eleven Students

Dear Parent/Guardian:

Your student, along with other students at **(insert school name)**, participated in the administration of the California High School Exit Examination (CAHSEE) in **(insert one of the following administrations: October/November/December 2008 – grade eleven only or February/March/May 2009)**. All students must satisfy the CAHSEE requirement in addition to all other local and state graduation requirements to receive a high school diploma.

The purpose of the CAHSEE is to improve student achievement in high school and to help ensure that students who graduate from high school can demonstrate competency in the California content standards for English-language arts and mathematics.

Enclosed you will find your student's CAHSEE Student and Parent Report indicating the results for each part of the exam (English-language arts and mathematics). Students who now have passed both parts of the CAHSEE are to be commended for their outstanding effort.

For grade ten students who did not pass one or both parts of the exam, please be assured that there will be several additional opportunities to do so. Students only retake the part(s) of the exam they have not yet passed. Grade eleven students who did not pass one or both parts of the exam will have an additional opportunity to take the CAHSEE this year in **(insert grade eleven test date for school district)** and if needed, will have five opportunities in grade twelve. Our school's testing dates will be announced annually. We also will be providing additional instruction to help students who need assistance.

More information about future testing dates and plans for providing additional assistance for individual students will be included in our back-to-school packet. If you have any questions about the CAHSEE or your student's results, please contact the school office at **(insert phone number here)**. Our entire staff will be working with parents, guardians, and students to successfully implement this important testing program.

Note: *Principals who have planned parent/guardian information meetings to explain the 2008–09 CAHSEE results and have plans in place to help students who have not yet passed the CAHSEE should add the meeting schedule to the bottom of this letter.*

Sample Cover Letter to Send with the CAHSEE Student and Parent Report

For Grade Twelve Students

Dear Parent/Guardian:

Your student, along with other students at **(insert school name)**, participated in the administration of the California High School Exit Examination (CAHSEE) in **(insert one of the following administrations: July/October/November/December 2008, February/March/May 2009)**. All students must satisfy the CAHSEE requirements in addition to all other local and state graduation requirements to receive a high school diploma.

The purpose of the CAHSEE is to improve student achievement in high school and to help ensure that students who graduate from high school can demonstrate competency in the California content standards for English-language arts and mathematics.

Enclosed you will find your student's CAHSEE Student and Parent Report indicating the results for each part of the exam (English-language arts and mathematics). Students who now have passed both parts of the CAHSEE are to be commended for their outstanding effort.

Grade twelve students who have not yet passed one or both parts of the exam will have another opportunity to take the CAHSEE on **(insert next grade twelve test date for your school district)** and, if needed, an additional opportunity on **(insert grade twelve test date for your school district)**. Students only retake the part(s) of the exam they have not yet passed, and our school will provide additional instruction to help students who need assistance.

Grade twelve students who do not pass both parts of the CAHSEE by the end of the 2008-09 school year are encouraged to **(insert one or more of the following options: re-enroll in high school for the 2009-10 school year; enroll in our school district's adult education program for the 2009-10 school year; enroll in our school district's independent study program for the 2009-10 school year; re-enroll in our district's summer school program this summer)**. Grade twelve students can take the CAHSEE up to five times during the 2009-10 academic school year and adult students can take the CAHSEE up to three times a year.

If you have any questions about the CAHSEE or your student's results, please contact the school office at **(insert phone number here)**. Our entire staff will be working with parents, guardians, and students to successfully implement this important testing program.

Note: *Principals who have planned parent/guardian information meetings to explain the 2008-09 CAHSEE results and have plans in place to help students who have not yet passed the CAHSEE should add the meeting schedule to the bottom of this letter.*

Sample Cover Letter to Send with the CAHSEE Student and Parent Report

For Adult Education Students

Dear Student:

In **(insert one of the following administrations: July/October/November/December 2008, February/March/May 2009)** you, along with other students at **(insert school name)**, participated in the administration of the California High School Exit Examination (CAHSEE). All students must satisfy the CAHSEE requirement in addition to all other local and state graduation requirements to receive a high school diploma.

The purpose of the CAHSEE is to improve student achievement in high school and to help ensure that students who graduate from high school can demonstrate competency in the California content standards for English-language arts and mathematics.

Enclosed you will find your CAHSEE Student and Parent Report indicating your results for each part of the exam (English-language arts and mathematics). Students who now have passed both parts of the CAHSEE are to be commended for their outstanding effort.

Adult education students who have not yet passed one or both parts of the exam will have another opportunity to take the CAHSEE on **(insert next adult education student test date for your school district)** and, if needed, an additional opportunity on **(insert adult education student test date for your school district)**. Students only retake the part(s) of the exam they have not yet passed, and our school will provide additional instruction to help students who need assistance.

Adult education students who do not pass the CAHSEE by the end of the 2008-09 school year are encouraged to re-enroll in our school district's adult education program for the 2009-10 school year. Adult education students can take the CAHSEE up to three times per school year.

If you have any questions about the CAHSEE or your results, please contact the school office at **(insert phone number here)**. Our entire staff will be working with students to successfully implement this important testing program.

Note: *Principals who have planned information meetings to explain the 2008-09 CAHSEE results and have plans in place to help students who have not yet passed the CAHSEE should add the meeting schedule to the bottom of this letter.*

Sample Cover Letter to Send with the CAHSEE Student and Parent Report

For Students Who Are Eligible for a Local Waiver

Dear **(Insert name of parent/guardian)**:

All students must satisfy the California High School Exit Examination (CAHSEE) requirement, as well as all other state and local requirements, to receive a California public high school diploma. Students can satisfy the CAHSEE requirement by either passing the exam or, for students with disabilities, receiving a waiver of the CAHSEE requirement pursuant to *Education Code* Section 60851(c). Students with disabilities who take the CAHSEE using modifications and receive the equivalent of a passing score may be eligible to receive a waiver of the CAHSEE requirement for the part(s) of the exam on which a modification was used if the following requirements are met:

- An individualized education program (IEP) or Section 504 Plan is in place that requires a modification to be provided to the student when taking the CAHSEE;
- The equivalent of a passing score has been obtained on the CAHSEE using a modification; and
- Sufficient high school-level coursework has been either satisfactorily completed or is in progress in a high school-level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the CAHSEE.

During the **(insert test date)** administration of the CAHSEE, your student took one or both parts of the CAHSEE using a modification as specified in his or her current IEP or Section 504 Plan and received the equivalent of a passing score.

At your request, the high school principal will submit a request to our district's school board on your student's behalf to waive the CAHSEE requirement for the part or parts of the exam that were modified for your student. To make this request, please sign the bottom portion of this letter and return the signed letter along with a photocopy of your student's CAHSEE Student and Parent Report to the school office at **(insert school office address)**. Please be sure to keep the original copy of your student's score report for your records.

If you have any questions about this waiver request or your student's CAHSEE results, please contact the school office at **(insert phone number)**.

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____

Sample Cover Letter to Send with the CAHSEE Student and Parent Report

Educational Option For Seniors Who Have Not Passed the CAHSEE

Education Code Section 37254 requires that the local educational agency notify pupils (or their parent or legal guardian if the pupil is under the age of 18), who have not passed one or both parts of the CAHSEE by the end of grade twelve of the availability of services and the right to file a uniform complaint regarding those services per *Education Code* Section 35186. This notification must be in writing to the last known address and occur before the end of each school term in sufficient time for the pupils to avail themselves of services each term for two consecutive academic years after grade twelve. The letter must comply with the translation requirements of *Education Code* Section 48985. To find out more about notifying grade twelve students who have not passed the CAHSEE go to <http://www.cde.ca.gov/ta/tg/hs/implement347.asp>.

Dear (insert name of student, parent, or guardian):

Our records indicate that you (your child) did not pass both parts of the California High School Exit Examination (CAHSEE) by the end of grade twelve. I want to encourage you (your child) to continue to pursue your (his or her) California high school diploma. Your school and school district want to provide you (your child) the support you (he or she) need(s) in these efforts. Therefore, I am writing to offer you (your child) the opportunity to receive additional instruction and assistance towards passing the CAHSEE and receiving a California high school diploma. Pursuant to California *Education Code* Section 37254, I am notifying you that:

1. Students, including English learners, who have not passed one or both parts of the CAHSEE by the end of grade twelve are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade twelve or until they pass both parts of the CAHSEE, whichever comes first;
2. English learners, who have not passed one or both parts of the CAHSEE by the end of grade twelve, are entitled to receive services to improve English proficiency as needed to pass those parts of the CAHSEE not yet passed for up to two consecutive academic years after completion of grade twelve or until they pass both parts of the CAHSEE, whichever comes first; and
3. Students, who have not passed one or both parts of the CAHSEE by the end of grade twelve, have the right to file a complaint regarding intensive instruction and services under the Uniform Complaint Process if they were not provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade twelve or until they pass both parts of the CAHSEE, whichever comes first.

The purpose of the CAHSEE is to improve student achievement in high school and to help ensure that students who graduate from high school can demonstrate competency in the California content standards for English-language arts and mathematics. Students who did not pass one or both parts of the CAHSEE by the end of grade twelve are encouraged to contact the district to receive intensive instruction and services in order to pass the CAHSEE. You (Your child) are (is) eligible to receive services by contacting your district office.

In addition to receiving services for two years, you (your child) may take the CAHSEE up to three times a year until you (he or she) pass(es) it, no matter how many times that takes. You will see listed below the dates that the CAHSEE is being offered at your high school and/or in your school district this year. Also provided is a contact person you should call for more information. I encourage you (your child) to keep taking the exam until you (he or she) pass(es). Furthermore, please note the additional educational options listed below that are available to you (your child) through our school district to help you (him or her) continue to prepare for the CAHSEE and pursue your (his or her) diploma.

Dates on which the test is being offered at your high school and/or in your school district this year:

English-Language Arts Tuesday*	Mathematics Wednesday*
(insert test date)	(insert test date)

To find out how you (your child) may participate in the next CAHSEE administration, please contact **(insert contact name)**, at **(insert contact number)**.

Educational options available through our school district include:

Options	Contact Name	Contact Number
(Insert educational options offered by your school district.)**	(insert contact name)	(insert contact number)

If you have any questions about the services available or wish to obtain services, please contact **(insert contact name)** at your district office. Our staff will be working with parents, guardians, and students to ensure that each eligible student receives services designed to assist the student in passing the CAHSEE. Please take advantage of these options; we are here to help you (your child) succeed.

If you have any questions regarding the California High School Exit Examination, please contact **(insert contact name)**, at **(insert contact number)**.

****** *If your school district will offer the December 2008 CAHSEE administration, please specify that the administration will be held on two consecutive Saturdays. For more information on testing dates go to <http://www.cde.ca.gov/ta/tg/hs/admin.asp>*